# Job Title: Program Officer

# Job Type: Full-Time; Exempt

# Reports to: Vice President of Grants & Program Purpose

The Program officer supports the mission of the Grand Haven Area Community Foundation, and its affiliates – Coopersville and Allendale – by supporting our responsive and proactive impact-driven community grant program. This position reports to the VP of Grants and Program.

This position may have the opportunity to lead additional strategic initiatives supported by the GHACF.

**Specific Duties:  *Competitive Grant Programs***  
*Including: Community Impact, Technical Assistance, Field of Interest, and Donor Advised Committee Funds*

* Establish and maintain relationships with for-impact partners, meeting regularly and offering support where needed
* Assist the Grants & Program team with the preparation of the Community Impact quarterly review process including internal review and follow-up, committee packets, and meeting presentation
* Assist with competitive grant proposal analysis and review for Community Impact, may have the opportunity to support and lead Field of Interest Funds, and Donor Advised Committee Funds
* Leads internally reviewed grant programs including Technical Assistance and Immediate Impact
* Leads grantmaking evaluation program
* Maintain accurate and up-to-date grant records
* Provide other support as needed to maintain grant operations

Other related duties as assigned.

**Knowledge, Skills and Abilities Required:**

At a minimum, completion of a bachelor’s degree. Coursework in non-profit administration a plus.

Three to five years of related work experience, **non-profit preferred**, resulting in advanced knowledge of non-profit operations and administration. Familiarity with charitable foundation policies, procedures, and structure to conduct assigned programs and projects preferred.

Ability to generate creative ideas and implement them within the organization. Must be able to manage multiple tasks in an environment with short deadlines while maintaining close attention to detail. Strong writing, editing, and critical thinking skills. Project organization skills with the ability to meet deadlines.

High level interpersonal and communication skills and the ability to effectively interact with partner organizations, grant seekers, donors, fellow team members, the Board of Trustees, committees, and the community-at-large.

Demonstrated ability to exercise diplomacy and cultural awareness when interacting at all levels inside and outside the Foundation.

Analytical abilities necessary to proof and edit materials, calculate, and balance totals, maintain records and files, and organize and prioritize work assigned.

Exercises a high level of thoughtful and insightful judgment within areas of accountability.

Ability to handle confidential information in a professional manner.

Ability to prioritize and effectively manage time with many projects active at once.

Professional image, positive, upbeat, and enthusiastic with willingness to help in a team environment.

Respect for internal and external stakeholders, and enthusiasm for working in a team-based, collaborative Foundation.

Knowledge about and passion for community philanthropy, nonprofit organizations, and best practices.

Positive approach to work.

Takes initiative to continue professional development.

Demonstrated proficiency in relevant software programs to include: Adobe Acrobat, Microsoft Word, Excel, Outlook, and Microsoft Power Point. Database systems – Foundant CSuite preferred.

**Work Hours:** Monday through Friday 8:30 a.m. to 5:00 p.m. with a 60-minute lunch. (37.5 hours per week)

**Pay Rate:** Competitive andcommensurate with education and experience. The Foundation has a comprehensive benefit package and a 403b Retirement plan.